

**General Purpose**

Under general direction, oversee day-to-day administration of department and act on behalf of City Clerk as authorized.

**Typical Duties**

Direct or perform delegated standard official functions to assist City Clerk. Involves: Assist in City Council agenda preparation and distribution, and meeting coordination and documentation. Brief City Council members on agenda items. Poll Council Members to record votes. Prepare final copies of documents approved by City Council. Take, prepare and archive minutes. Index, record and file City Code books and official documents requiring certification, seals or attesting signatures. Countersign, attest to and affix City Seal to items, documents and instruments as required. Post and ensure public access to proposed and enacted City ordinances and official records. Issue notices required under regulations and ordinances. Research archives and other data sources for specialized studies. Review and report findings as directed. Assist in overseeing records retention. Record official appointments. Assist in monitoring elections for compliance and ensure petitions are properly completed. Assist in providing administrative support to other City boards as required.

Coordinate and perform office management and administrative functions. Involves: Review and analyze administrative procedures, recommend and effect approved process improvements and cost reductions as directed. Provide customer service assistance to members of the public requesting information or records. Maintain internal office files, and oversee records maintenance, retrieval and retention procedures. Monitor and redistribute office work to balance flow as necessary. Prepare financial, statistical, operating and administrative reports. Assist in budget preparation. Research costs, record and analyze expenditures, report deviations, and recommend corrective action. Administer office petty cash account. Provide secretarial services to City Clerk, such as scheduling and maintaining appointment calendar, arranging meetings and conferences, screening calls and visitors, composing correspondence and maintaining office supply inventory. Conduct research and special projects, and perform related duties as assigned.

Supervise assigned staff. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide for training and development; enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants and recommend hiring, termination, transfer, discipline, merit increases or other employee status changes.

**Knowledge, Abilities, and Skills**

- Application of good knowledge of Texas State Election Code, Library and Archives regulations, Notary Handbook, and local governmental administrative processes and procedures.
- Application of good knowledge of budget preparation, and standard general fiscal, administrative and office management policies and practices.
- Application of good knowledge of customer service, public relations, supervisory and research techniques.
- Application of good knowledge of record management systems.
- Plan, organize and direct cataloging, indexing, cross referencing and archiving a wide variety of City legal documents, official records and meeting minutes.
- Regular use of personal computers and software, and various common office equipment.
- Establish and maintain effective working relationships with officials, customers, coworkers, regulatory agencies and the general public.
- Calculation of payroll and other pertinent data.
- Clear, concise oral and written communication to assist in preparation of reports to City management.

***Minimum Qualifications***

Education and Experience: Equivalent to an accredited Bachelor's degree in Business or Public Administration, social science or a related field, plus four (4) years of professional administrative experience, including one (1) year in a municipal government organization.

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Human Resources Director

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Department Head

OFFICIAL